



# proposal for

Transit Village Community  
Visioning Planning Services



architects + engineers





# proposal for

*Transit Village Community Visioning Planning Services*

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architects + engineers

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November 30, 2018



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November 30, 2018

Mr. Andrew J. Casais, RMC, QPA  
Borough Clerk / Qualified Purchasing Agent  
110 East Westfield Avenue  
Roselle Park, New Jersey 07204

**RE: TRANSIT VILLAGE COMMUNITY VISIONING PLANNING SERVICES**

Dear Mr. Casais:

H2M Associates, Inc. is pleased to submit this proposal to Borough of Roselle Park to develop a Transit Village Vision Plan resulting from a robust community engagement approach. **H2M Associates, Inc.** is a privately owned, multi-disciplined professional consulting firm providing architectural, engineering, and land use planning services to clients in both the public and private sectors. Celebrating our 85<sup>th</sup> year as a company, we have nearly 400 employees serving government agencies (city, state and federal), municipalities, counties, towns, villages, special districts (water, sewer, fire and school) housing authorities, and both public and private higher education campuses.

We offer a Planning Department dedicated to providing personalized high-quality services to our municipal clients. We are responsive to our clients' needs, acting as trusted advisors and an extension of its staff. We pride ourselves on our deep knowledge of planning in New Jersey and immerse ourselves in the communities where we work to best understand its challenges, opportunities, and potential.

Erik DeLine, PP, AICP a Senior Planner in the Land Use Department, will serve as the Project Manager, capitalizing on over 11 years managing planning projects in the public and private sector, specializing in land use and zoning. In addition, our firm has recent experience in Union County, including completed planning projects in Garwood, Fanwood, New Providence, Plainfield, and currently the development of the Town of Westfield's Master Plan and Community Visioning. I am a current resident of Westfield and am very familiar with the Borough and the Study Area and will be intimately involved with the development of this plan.

We have provided a scope that responds to the Borough's RFP and our understanding of its needs to provide the best value to the Borough for this project.

Thank you for considering the H2M team for this assignment. We look forward to working with you and your professional staff. If you have any questions on our proposal, please feel free to contact me at (862) 702-5900, ext. 2229, or edeline@h2m.com.

Very truly yours,

**H2M Associates, Inc.**

Jeffrey Janota, P.P., AICP  
Land Use Planning Department Manager







# here at H2M, we value people.

H2M was organized in 1933 and founded on professional excellence, hard work and integrity.

The company has a long history of client service and the consistent ability to meet tough architectural, engineering, and environmental challenges. Providing seasoned judgment, quality service, technical skill, vision, and resourcefulness, H2M remains committed to achieving each of our project's goals in step with the market and in harmony with the environment.

## Operating Philosophy

The operating philosophy at H2M is based on the following core values:

**Respect:** We respect each other's ideas and contributions and are committed to open, honest communication.

**Dedication:** We are responsive to our clients' needs and go above and beyond to get the job done.

**Integrity:** We are honest and ethical in our business practices and build trust with our clients and staff.

**Teamwork:** We cooperate, collaborate and work together as part of a team.

**Community:** We are committed to the health of our local communities and our legacy.

**Creativity:** We believe in the importance of innovation and seek new, creative and sustainable project solutions.

**Practicality:** We are dedicated to providing efficient, cost-effective solutions to our clients' problems.

**Opportunity:** Our success begins with our people. We value organic growth, empowering our employees and fostering their development.



## Services

H2M is a multi-disciplined, professional design and consulting firm that offers services in the fields of architecture; interior design; sports development; plumbing, electrical, mechanical, HVAC and structural design and engineering; civil/site design and engineering; traffic engineering; roadway design and engineering; surveying; land use planning; environmental planning; GIS/mapping; hazardous material testing and abatement, sustainable “green” building and system designs and construction administration/inspection services. H2M also has experts in water supply and treatment; wastewater management; environmental engineering including site investigation and remediation; solid, industrial and hazardous waste management and air quality control.

“H2M has completed thousands of private, public and municipal projects...”

## H2M's Organization

The H2M companies consist of H2M Associates, Inc.; H2M Architects & Engineers, Inc., and H2M architects + engineers. H2M Associates, Inc. and H2M Architects & Engineers, Inc. are New Jersey corporations located in Parsippany, New Jersey. H2M Associates, Inc. provides professional engineering, planning, and environmental services, while our affiliate company, H2M Architects & Engineers, Inc. provides architectural and engineering services. H2M architects + engineers, with headquarters located in Melville, New York, is a New York State Design Professional Corporation which provides architectural, engineering, landscape architecture, land surveying, planning and environmental consulting services.

## Staff Resources

Currently, H2M has staff resources of over 400 employees. Our staff consists of architects, engineers (mechanical, electrical, water supply, sanitary, chemical, civil, traffic and structural), geologists, hydrogeologists, environmental scientists, surveyors, planners, chemists, biologists, toxicologists, industrial hygienists, construction inspectors and related technical support personnel.



H2M currently has 73 licensed engineers, 51 registered architects, two licensed land surveyors, two licensed landscape architects, and seven professional planners. H2M also has 33 LEED accredited professionals in the disciplines of architecture, civil engineering, mechanical engineering, plumbing engineering, electrical engineering and structural engineering. Our environmental professionals include Licensed Site Remediation Professionals (LSRPs).

## Offices

### Corporate Location:

538 Broad Hollow Road, 4th Floor East  
Melville, New York 11747  
[www.h2m.com](http://www.h2m.com)  
[h2m@h2m.com](mailto:h2m@h2m.com)

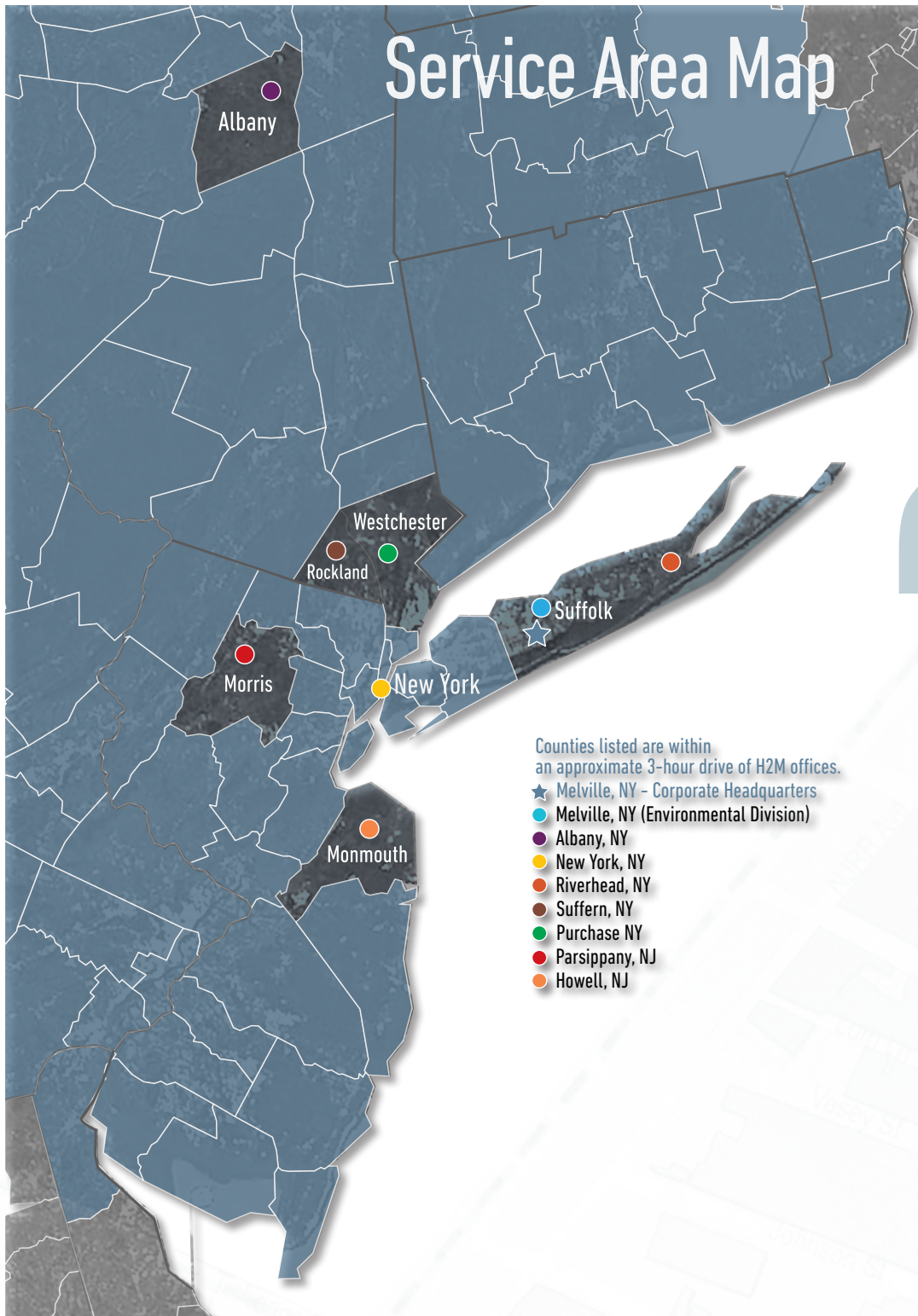
### Branch Locations:

119 Cherry Hill Road, Suite 110, Parsippany, NJ, 07054  
2380 Route 9 South, Bldg C, Ste 1, Howell, NJ, 07731  
132 West 31st St, Suite 604, New York, NY, 10001  
737 Roanoke Avenue, Riverhead, NY, 11701  
2700 Westchester Avenue, Suite 415, Purchase, NY 10577  
2 Executive Boulevard, Suite 401, Suffern, NY, 10901  
3 Lear Jet Lane, Suite 205, Latham, NY 12110

H2M has the staff, resources and experience needed to provide engineering services to the Borough of Roselle Park in a timely fashion.



## Geographic Coverage



H2M serves the municipalities, public agencies, private utilities, and industries of the New York Metro region, with eight active operating locations.

See our Service Area Map for greater detail.

H2M proposes to service the Borough of Roselle Park via our Parsippany, NJ office.



## Planning Experience

Refer to the map, key and corresponding list of service areas below to see where and how H2M has provided professional planning services to its municipal clients.

## Service Locations

H2M's list of planning services clients and locations is always growing...

- 1

River Vale
- 2

Glen Ridge
- 3

West Orange
- 4

City of Newark
- 5

Hudson County
- 6

Leonia
- 7

Little Falls
- 8

Lodi
- 9

Livingston
- 10

Plainfield
- 11

Pompton Lakes
- 12

Fanwood
- 13

Maywood
- 14

Rockaway
- 15

Glen Rock
- 16

Fair Lawn
- 17

Tenafly
- 18

East Orange
- 19

Hoboken
- 20

Garwood
- 21

Belvidere
- 22

Hackensack
- 23

West Milford
- 24

Montclair
- 25

Wantage
- 26

Town of Boonton
- 27

East Patchogue
- 28

Washingtonville
- 29

North Hempstead
- 30

Hempstead
- 31

Dormitory Authority of NYS
- 32

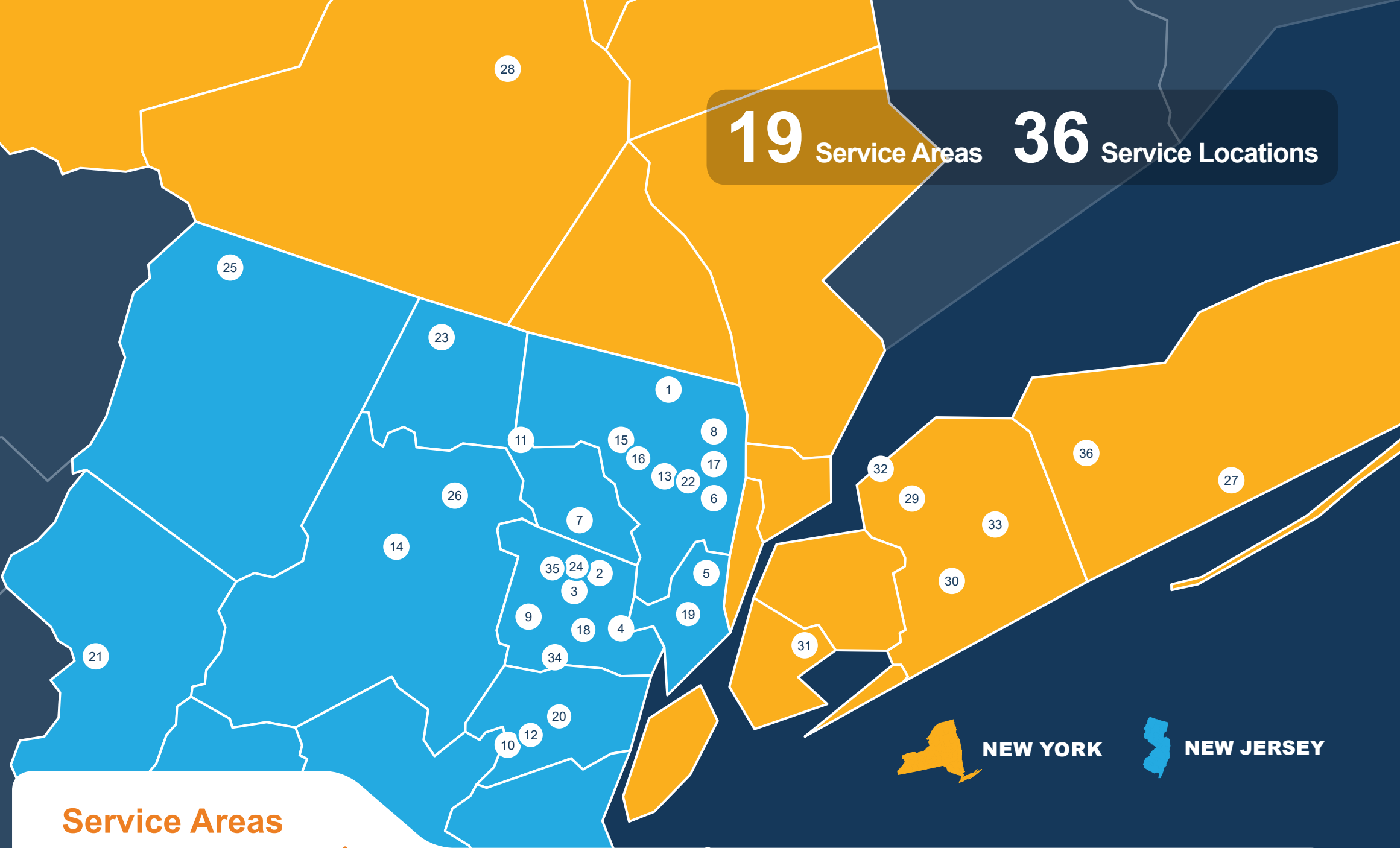
Port Washington North
- 33

Hicksville
- 34

Westfield
- 35

Pequannock
- 36

Smithtown



19 Service Areas

36 Service Locations

## Service Areas

ZB/PB Planning Reviews 7 8 9 11 14 15 19 22 23 25 26

Master Plan 6 7 8 9 11 14 15 16 18 22 26 34 35 36

Fair Share & Housing Plans 1 2 7 8 9 11 14 15

Mount Laurel Litigation 1 2 5 7

Ordinance Preparation 1 2 5 6 7 9 10 11 12 14 18 25 26 32

Special Planning Studies 7 9 11 16 17 26 27 28 29 32 33

GIS Services 1 4 7 9 11 15 20 23 24 25 26 28 31 32 33 34 35 36

Redevelopment Planning 2 3 4 6 7 10 13 20 24 26 27

Environmental (EA/EIS) 7 9 11 15 22 23 25 28 32 33 36

Transportation Planning 5 6 7 8 16 26 33

Stormwater Resiliency 18

Feasibility Studies 2 17

Concept Plans 2 8 11 13 15 16 17 19 27 30

Streetscape Design 10 11 16

Community Engagement 4 6 7 8 11 16 17 19 26 27 29 34 35 36

Complete Streets 6 7 30

Renderings 2 16

Design Guidelines 7 10 11 12 16

Grant Assistance 6 8 11 15





## Project Understanding

H2M Associates, Inc. (H2M) is pleased to respond to this Request for Proposal for the Borough of Roselle Park Transit Village Community Visioning Planning Services. Our approach is designed to be responsive, innovative, and considerate. This approach is based on our knowledge of Roselle Park and our experience with working in Transit Villages, and our drive to use state of the art tools, technology, and techniques for engaging the public. In providing our passion and experience for good community planning, we will ensure professional excellence in our approach and value to Roselle Park.

## Meaningful Community Engagement

Because a Vision Plan is a reflection in a community's goals, objectives, values, and principles, it is critical to have a public input process that is meaningful and accessible. Our scope is indicative of that. We want to provide the maximum amount of opportunity for participation, setting the stage for two community workshops at diverse locations throughout Roselle Park that gives residents and stakeholders not only the opportunity to hear about the plan, but have a voice in how it is shaped.

We also recognize that having multiple meetings may not be enough to really reflect the community. People work long hours, have commitments, or may not feel comfortable participating in a public venue. But their opinion matters too, and we want to try to reach them, and give them an opportunity for input. As a result, we have included a digital survey and social media strategy that gives the Vision Plan an online presence through the entire planning process.

H2M also proposes to engage residents, visitors, business owners, and stakeholders of the community by going where the people go. H2M

will attend one community event to engage those who might not have otherwise known about the project through the typical public outreach channels. H2M's aim is to engage in whatever way we can, to help ensure the plan is representative of the people of Roselle Park.

## Context Sensitive Solutions and Regulations

We understand our work is a critical first step towards moving Roselle Park towards a designation as a Transit Village by NJDOT/NJ TRANSIT. Further, the recommendations and standards that come as a result of this visioning effort need to be realistic to the market, sensitive to the community, and responsive to the transit village designation requirements. Our work in places like Little Falls, Fanwood, East Orange, Boonton and other transit communities are mindful of these considerations, and as a result, we are prepared to help guide Roselle Park through this visioning effort to ensure the output matches expectations and results in a product that can be incorporated for future transit village efforts.

## Readiness for Next Steps

Because of our extensive experience in master planning and the work within transit communities, we know this planning process is intended to be much more than a policy document vision of a Transit Village District in Roselle Park. Our firsthand knowledge of advancing a plan into coded ordinance and as a Transit Village Designation application helps ensure success on the front end – that analysis, conclusions, and recommendations need to be tailored in such a way they result in actionable steps and written in a way there is a nexus between the policy recommendation and the ordinance language that follows it.

In addition, H2M's knowledge of transit village planning, past and continued commitment to success, and our status as one of the top full-





# Scope of Work

service Architectural, Engineering and Planning firms enables us to apply our practical approach for creative results in all areas of the Transit Village Community Visioning Plan. Our team members are listeners of the people, stakeholders in implementing Roselle Park's transit village future, and dedicated to ensuring Roselle Park is a great place to live, work, and spend time.

## Phase 1: Project Management

The key to a successful planning project requires a strong project management approach, and H2M has a proven formula to ensure that products are delivered on time, on budget and with the high quality of work expected by our partner clients.

### *Task 1.1 Kickoff Meeting*

At the outset of the project, the H2M Project Manager, Erik DeLine will coordinate with the Borough of Roselle Park's Economic Development Director to schedule a kickoff meeting. Key personnel from the H2M Project Team will attend the meeting. The purpose of this kickoff meeting will be to review and agree upon overall scope of

work, review and refine the project schedules and key milestones, and other key items identified in our proposal. Ahead of the meeting, we will send a comprehensive list of data that would be desired by the project team for the study as well as any plans, zoning ordinances, etc. that are not readily available online, but would be required for the development of the Transit Village Vision Plan. As a result of the meeting discussion, the H2M Project Manager will submit a written meeting summary of the kickoff meeting, detailing key points of discussion and action items that need to be conducted.

### *Task 1.2 Project Coordination*

Consistent communication is critical for project success, both to maintain the project schedule and to ensure products are being developed as expected. The H2M Project Manager will be available to discuss project status on a bi-weekly basis (either in person or via conference call) to ensure the project remains on track and within budget. In addition, we will submit notes from the meeting and address how H2M will address any items of concern or require further action. H2M uses





“Skype for Business”, or can use similar software, for online meetings. “Skype for Business” allows us to communicate and collaborate with our clients remotely to minimize project travel times and expenses while maximizing budget for the study’s efforts. We have the ability to set up meetings utilizing audio conferencing, video conferencing and/or content sharing. It is also typically more convenient for busy people to set aside time for conference calls focused on a specific topic. We also expect to touch base with Roselle Park’s Project Manager on an as-needed basis as the project progresses.

Through the course of the project, we anticipate meeting with the Borough’s Transit Village Coordination Committee, likely on a monthly basis. The purpose of these meetings will be maintaining progress of the development of the plan, discussion of findings, and solicit feedback on results as they occur.

H2M understands there is an expectation to keep the Borough Council apprised of the status of the Transit Village Community Visioning process and provide them an opportunity to give input in a public meeting. Per the RFP, H2M will conduct one (1) meeting to present the findings gained from the community engagement process to the Borough Council.

It is anticipated the meeting will take place about halfway through the planning process, after the initial community workshops and community event. We will give a presentation on the status of the project, discuss initial findings from the community engagement and work, and provide the governing body an opportunity to consider the input and give feedback.

### *Task 1.3 Invoicing*

We will report and invoice monthly in accordance or as agreed to in the terms of the contract. For each invoice, we will prepare and submit a

progress report and progress schedule indicating percent of work complete that corresponds to the invoice. The progress reports will include all active and completed tasks and will indicate the percent of work complete (total and by task), work and submittals completed since the last invoice and to be performed in the next billing period, meetings, actions/decisions required by the Borough, and the status of the schedule and budget.

### **Phase 1: Deliverables**

- One kickoff meeting
- Kickoff meeting summary write-up
- Bi-weekly discussions between H2M Project Manager and Economic Development Director
- Informal touch bases with Roselle Park’s Project Manager
- Monthly meetings with Transit Village Coordination Committee (8)
- Project update to the Borough Council at a public meeting
- Monthly reporting and invoicing

## **Phase 2: Baseline Analysis**

### *Task 2.1 Plan Review*

As an important initial step to the creation of the Transit Village Community Vision, we will collect and review planning documents that have significance to the Borough of Roselle Park. State and Regional plans such as the “New Jersey State Rail Plan”, “North Jersey Transportation Planning Authority’s (NJTPA) Regional Transportation Plan 2045”, “Together North Jersey’s: The Plan”, and “Planning for Emerging Centers: Union County Sustainability Corridor Economic Development Opportunities Study” will be reviewed for emerging trends and issues for the Vision Plan. H2M will also review Roselle Park planning documents, data, and current laws and regulations, to create an understanding of the Borough with particular emphasis around the train station. This includes

the review of the “Roselle Park New Directions” recommendations report and subsequent projects realized and ongoing, a recognition in the Borough’s adoption of a Complete Streets Policy, its participation in Sustainable Jersey, and the ongoing effort by the state to revitalize the Borough’s train station.

This also creates a basis for Tasks 3 and 4, enabling us to establish a baseline of what has been accomplished, what is underway, and what is planned for the area to be pursued as a Transit Village District.

### *Task 2.2 Field Visits*

H2M land use planners will conduct an in depth visual review and photographic session to develop an inventory of existing types of land uses and development patterns. Information from our initial meetings with the Borough staff and stakeholders will direct our photographic fieldwork and explorations. Field work will continue throughout the project as more information is gleaned from the community workshops. The fieldwork will be used to confirm existing information, analyze the perceptions or optics of an area, and to gather additional insight about existing conditions regarding land uses, zoning, traffic, utilities, and existing patterns of development. This fieldwork will begin to formulate the team’s recommendations for a vision for the transit village and recommendations that fit local characteristics.

### **Phase 2: Deliverables**

- Summary of Findings
- Photographs from Field Visits

## **Phase 3: Visioning and Community Engagement**

H2M has successfully worked with our clients to conduct successful community engagement with impactful messages that resonate with public,

agency, and institutional stakeholders. Rather than work with a set formula, our successful public engagement campaigns have used a variety of innovative tools and technology appropriate to the audience and message. Our unique approach, ranging from “high touch” to “high tech” effectively engages community audiences, fosters project interest, encourages community consensus, and furthers project approval. Our commitment and dedication to effective public outreach has helped us identify a series of lessons learned that we apply to each and every one of our projects.

Key to a successful project and public engagement program is to match the planning issue’s context and complexity to the type of public engagement. Implementing the correct community engagement tool from the planner’s toolbox can reap significant benefits in cost savings, timely project implementation, prevention of conflict, and community satisfaction. We will offer a variety of traditional and contemporary outreach tools to engage the project stakeholders so that the varied audiences found in the Borough can be served effectively and our campaign can maintain flexibility for any situation.

We are excellent communicators through use of ‘newer’ outreach tools such as social media as well as traditional written methods including newsletters, FAQs, and fact sheets. Not only do these newer tools, like Instagram, Twitter, Facebook, and others (all which can be utilized for free), offer an opportunity to reach broader markets (particularly the younger demographic) more frequently with our message, but they also offer the ability to gain valuable insight into the public, communities, agencies and stakeholders we are trying to engage by monitoring activity on existing websites, blogs and social media accounts. Regardless of the tools employed or the audiences we are engaging, we understand that the message must be clear, in plain language, consistent, and comprehensive.





### *Task 3.1 Public Action (Communication) Plan*

Within three weeks of the outset of the project, we will develop draft Public Action Plans (PAP) for the Transit Village Community Visioning Plan. These plans will include a list of outreach activities, deliverables, and a proposed schedule. The goal of the PAP will be to provide concise and accurate information about the project, and to facilitate stakeholder and public participation with the project. The PAP will contain several components, including:

- Stakeholder database (in hard copy and maintained electronically) that identifies potential stakeholders including community organizations, outside agencies, business and business groups, etc.
- Anticipated schedule of meetings and key milestones
- Online Engagement Plan that details the types of engagement to be used for the project
- Potential community concerns, strategies to address those concerns, and activities to promote community

Flexibility will be built into this outreach plan to take advantage of opportunities and changing conditions that arise throughout the project. Amendments and updates will be made to the PAP as necessary.

### *Task 3.2 Identify Stakeholders*

A first critical step in community engagement is identifying the populations you want to reach. Residents are critically important, but there are many other stakeholders in the Borough of Roselle Park that can play an active role and can be leveraged to reach a wider array of people. These non-resident stakeholders can include local business groups, community non-profits, faith-based organizations, and schools, for example. The Raritan Valley Rail Coalition and Mayor's Task Force are real-life examples of stakeholders that will likely be consulted. We will work with the Borough to identify these groups and develop a contact list where we can inform them of opportunities to provide feedback through the steering committee, community workshops and project survey.



Just as important are Roselle Park's Departments and consultants. H2M will conduct informational interviews with departments such as public works, police, and fire, as well as consult with key Borough consultants, such as for engineering and planning. These informational interviews will help the H2M Team glean information and identify additional opportunities.

### *Task 3.3 Visioning Workshops*

The H2M team will plan, organize, and staff up to two community visioning workshops. Early in the project, we will work with the Borough to identify locations for the workshops, whose main goal is to provide residents, businesses, and other stakeholders an immediate opportunity to learn about the study and to provide input into the plan. These workshops will be planned in partnership with the Borough and set at times that are most accessible to the borough's residents. Key considerations for the meetings include publicly accessible facilities, proximity to public transportation, and locations relative to surrounding neighborhoods.

Ahead of these community workshops, we will develop advertisements marketing the workshops which can be distributed by the Borough and stakeholder groups and posted digitally on the website and social media accounts. H2M will coordinate with the Borough to distribute these flyers.

We recommend an open house format that includes a brief project overview, while the bulk of the meeting will include interactive exercises and information stations. Fact sheets about the project will be provided at the sign-in table for those who arrive after the meeting begins, to orient attendees to the Transit Village Community Visioning process and the activities. This allows for people to drop-in when their schedule permits and helps keep the meeting engaging.

When preparing for the workshop activities, the H2M team will focus on themes for discussion related to the transit village such bicycle and pedestrian enhancements, parking and transit access, development and



Our approach to community workshops ensure they are fun, informative and valuable to our planning work.



densities, building design and streetscape amenities, etc., and structure the activities around achieving a meaningful and detailed discussion within those themes. These interactive exercises allow participants to connect with the project team on a one-on-one or small group basis. We want to ensure these workshops provide the project team with valuable information, keep things fun and have participants leave feeling their voice was heard, their time was well spent, and they would be interested in attending future meetings.

### *Task 3.4 Community Event*

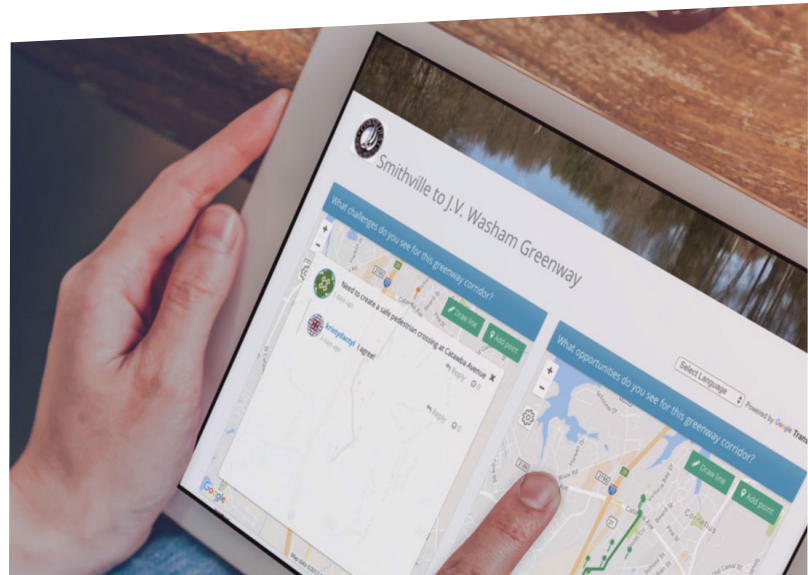
One of the most effective ways to ensure the community is engaged in the planning process is to “go where they are”, rather than always expect that they will come to the meetings you plan for. We will work with the Borough to identify a potential event to attend during the course of the project. This is a perfect place to communicate to them about Roselle Park’s Transit Visioning and gain meaningful feedback for the plan.

In addition to the community meetings, we propose attending one of these events during the proposed 8-month project timeframe with a ‘booth’ or tent, display, and interactive exercise. Since people are there to attend the event, it will be important to ensure that in whatever way we engage with residents, it can be accomplished in a quick and meaningful way.

### *Task 3.5 Online Engagement*

We recognize that because of schedules, other commitments, and sometimes after just working the entire day, community meetings can be challenging for many people who might otherwise have valuable input to provide for the plan. As a result, establishing and reinforcing an online presence is critical in providing an opportunity for maximum participation from residents and other stakeholders. As a part of this project, we are proposing to use [www.PublicInput.com](http://www.PublicInput.com) as an online community engagement platform.

PublicInput.com is an online software platform that aligns online and offline participation into a single story about how the public has engaged with the project. Social media and online



PublicInput.com provides easy to use and impactful tools to supplement traditional planning methods to educate and provide opportunities for input into the Vision Plan.

## Interactive Mapping



Community events are great ways to engage large numbers of people in a creative and impactful manner.



advertising allow outreach to neighborhoods who may not be as engaged in the planning process. More information on the capabilities of Public Input can be found in the Technical Processes section of the proposal.

This versatile and easy to use software provides several functions that will assist in collecting information from the public, synthesizing it for analysis, and then reproducing the results in a way that can be easily communicated back to the community. These functions include:

- Interactive meeting mode that allows users to participate from the audience using their phones and the ability to provide results back in real time
- Targeted outreach to tailored geographies to reach certain communities
- Data consolidation of public comments to identify similar trends from different sources
- Online forum capabilities
- Online survey development, hosting, and analysis
- Interactive mapping tools for input and information
- Multiple ways to participate to the platform including email, Facebook, and Text Messaging
- Ability to translate information from multiple languages
- “Mayor” mode, which allows administrators to review multiple sets of data on a customizable dashboard

### Phase 3 Deliverables:

- Stakeholders list
- Informational Interviews with Borough Department Heads and Professional Consultants
- Two community visioning workshops
- One community event

- Any notes, presentation materials, photos, and graphics from the workshops and/or events
- Summary of community outreach efforts report
- One meeting with the Borough Council to discuss initial findings

## Phase 4: Implementation of Visioning Plan

### *Task 4.1 Designating the Transit Village Area*

Using the results of Tasks 2 and 3, we will identify the recommended boundaries for the Transit Village, with a maximum radius around the station of ½-mile (the maximum distance for inclusion within a transit village). This area may be divided into multiple smaller zones for a variety of development densities and scenarios within the overall Transit Village District. This Transit Village District will be mapped, and delineated where potential sub-zones are recommended.

### *Task 4.2 Development of District Standards*

H2M will prepare draft regulations related to use and bulk regulations, design standards, parking requirements and other standards within the Transit Village District.

The sections of the Plan will contain the uses and bulk standards for each sub-zone. Standards will be designed to encourage a compatible mix of uses. The uses will be separated into permitted, conditional and accessory uses. Specific standards for conditional uses will be provided, as needed, in order mitigate any potential adverse impacts from these uses.

The bulk standards for the districts will provide appropriate setbacks, heights and densities that are compatible with surrounding development. These standards will enable new developments to seamlessly integrate with the desired community form within the Transit Village District.



We will prepare Site Design Guidelines that will provide requirements for vehicular, pedestrian and bicycle circulation, parking, loading areas, pedestrian and bicycle amenities, stormwater management, lighting, landscaping, alternative energy systems, and the screening and management of mechanical equipment, solid waste and recycling.

Furthermore, the guidelines will facilitate the construction of high quality development, encourage design that incorporates the desired community form for the Roselle Park Transit Village District, and provides for efficient and safe site operation. Additionally, the Site Design Guidelines may include guidance for encouraging sustainable design features, such as multi-modal transportation linkages and facilities, green infrastructure, and energy efficient buildings.

Where appropriate within the standards, H2M will integrate basic Architectural Design Guidelines based upon the existing architectural themes within the Borough. These guidelines will serve to enhance the aesthetics of development within the District in a way that compliments and enhances the character of the Borough.

The design guidelines will provide requirements for facades and exterior walls, building materials and colors, entryways, roofs and other building elements. Figures and definitions will be prepared for the guidelines to help illustrate the requirements and make the ordinance clear and user friendly. The Architectural Design Guidelines will be integrated into the Community Visioning Plan.

#### Phase 4 Deliverables

- Maps showing recommended Transit Village District and sub-zones
- Draft regulations for use and bulk regulations, site plan design standards, architectural guidelines, and parking requirements.

## Phase 5: Final Report and Plan Adoption

### *Task 5.1 Draft Plan Preparation*

The draft Transit Village Community Visioning Plan will be a culmination of efforts of Tasks 2-4, resulting in the preparation of the plan. H2M will prepare a draft version of the Transit Village Community Visioning Plan in Microsoft Word, which will be submitted to the Borough for review and comment. The Plan will also be provided to identified stakeholders for their review. The report will be prepared in a narrative format with supporting maps, photos, and graphics to clearly convey the updated principles and policies of the plan. The report will bring to the forefront the overall vision for a Transit Village in Roselle Park, the recommended zone for a TOD zone with associated development criteria, and implementation recommendations and strategies to meet the requirements for Transit Village designation. This plan will be formatted that it will act as a special element to the Borough's Master Plan.

### *Task 5.2 Final Plan Preparation*

Following review and comment, H2M will revise the plan to reflect the comments provided by the Borough and stakeholders. The final plan will be formatted into Adobe InDesign to provide a graphically rich and reader-friendly experience for use and distribution by the Borough.

### *Task 5.3 Draft and Final Plan Presentations*

Within this task, H2M will present the draft and final plans to the Borough Council. The presentation will focus on overall results of the Community Visioning Process, recommendations related to Transit Village improvements and implementation, and critical next steps towards Transit Village Designation.



### Task 5.4 Plan Adoption

While the RFP does not identify these meetings, it is required that any aspect of the Master Plan be adopted by the Land Use Board. If it is the intent of the Borough to adopt the Transit Village Community Visioning Plan as an element of the Master Plan, it is recommended the presentation and hearing by the Land Use Board be included in the Scope of Work.

As required by statute before adopting an element of a Master Plan, the Land Use Board shall hold at least one public hearing in accordance with statutory notice requirements. H2M's planners will present the final plan at one meeting to the Borough's Land Use Board for adoption. H2M will not be responsible for public notices related to the adoption of the Special Element of the Master Plan.

#### Phase 5 Deliverables

- Draft Transit Village Community Visioning Plan in Microsoft Word for initial feedback
- 10 bound color hard copies of the Final Transit Village Community Visioning Plan in InDesign format and one digital copy in PDF on compact disc or USB thumb drive
- Two meetings to the Borough Council to present the draft and final Transit Village Community Visioning Plan
- One meeting to the Land Use Board to present the Transit Village Community Visioning Plan as a special element of the Master Plan for adoption
- Copy of notes and presentation to the Council meetings and Land Use Board hearing





## Technical Equipment

### Skype for Business

H2M uses "Skype for Business" for online meetings. "Skype for Business" allows us to communicate and collaborate with our clients remotely to minimize project travel times and expenses while maximizing budget for the study's efforts. We have the ability to set up meetings utilizing audio conferencing, video conferencing and/or content sharing.

### Newforma

Technology also plays a key role in our Quality Assurance/Quality Control program. We utilize a project information management software called Newforma which helps our staff save, organize and archive all relevant project information including plan review, emails, written correspondence, field notes, meeting minutes and more. This ensures that all pertinent project information is available to all team members throughout the project and is archived at project completion for future reference if needed.

Newforma also provides us with a tool which is used to record, track, and document open items such as client comments, team tasks, and more. This software is used to create an action item with a definitive due date. Reminders are automatically sent out to the assigned team member, all related and supporting documents are tracked to the action item and a log is automatically created for all action items, open and closed, in a project.

In addition to Newforma, we also store all project files on our internal network where they are backed up daily and the tapes removed and stored off-site. Completed projects are kept on our "Archive Drive" to be maintained for future access.

### Geographic Information Systems (GIS) software, ESRI's ArcMap 10.5.1

ESRI's ArcMap is a GIS mapping software often used by planners. H2M uses the most up-to-date GIS software to emphasize existing and discover new spatial themes and relationships. Layering various geographic datasets can yield patterns and trends not easily discernible in the field. H2M's final map products are both of high quality and are visually engaging.

### PublicInput.com

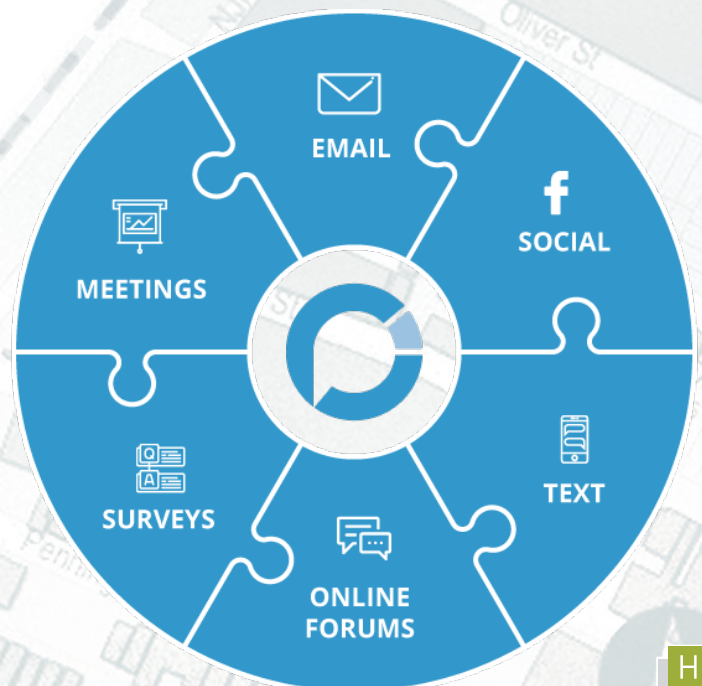
PublicInput.com is an online software platform that aligns online and offline participation into a single story about how the public has engaged with the project. PublicInput.com acts as a comprehensive public engagement management system.

*A central hub for engaging residents where they are*

- Conduct outreach and listening across email, social, online, meetings, and text messaging in one dashboard
- Capture sentiment and resident priorities in real time
- View email responses alongside social, online, and meeting comments
- Create engagement pages for any topic, initiative, or districtwide listening effort

*Quickly identify and report on key themes*

- Leverage automated comment tagging to identify key themes from resident feedback
- Automatic language translation and sentiment analysis let you see how residents feel about key topics in real time
- Share results with the public and stakeholders immediately



### *Offline & online together at last*

- Meeting live voting via text message or short URL
- Presenter tools to display comments and votes in real time
- Meeting sign-in screens to collect and track participation
- Leverage kiosks or tablets to collect in-person responses

### *Distict-specific segmenting and outreach*

- Import district boundary files to segment residents by location
- Build district email and phone lists
- Conduct regular newsletter outreach and surveys by district
- Resident location automatically estimated using GeoIP, or you can request residents address

## Adobe Creative Suite

Adobe Creative Suite is a collection of software used for graphic design and other digital services. H2M utilizes these products, specifically Photoshop, Illustrator, and InDesign to prepare high quality images, graphs, charts, and final documents that are visually appealing to the everyday reader. H2M understands the importance of graphic representation – data is more easily understood when portrayed clearly and technical documents like Master Plan Reexaminations are enhanced and easier to read when they are broken up with visuals such as graphs, maps, and photographs.

## Social Media

Using web-based communication tools such as Instagram, Facebook, Twitter, and Tagboard.com, H2M can both share information about the Master Plan Reexamination process and gather feedback about Town issues. H2M finds that it is easier to use existing social media accounts with an existing follower base than to create a new project specific account to communicate and consume information.









## References

### Township of Little Falls, NJ

Chuck Cuccia  
Borough Administrator  
(973) 890-4500

### Borough of Fanwood, NJ

Pat Hoynes  
Planning Department Administrator  
(908) 322-8236

### Borough of Garwood, NJ

Bill Nierstedt, AICP, PP  
Councilman  
(908) 753-3391

### City of Plainfield, NJ

Valerie Jackson, P.P., AICP  
Deputy City Administrator for Economic Development  
(908) 226-2513

### City of East Orange, NJ

Roderick Wallace  
Interim Director of Planning  
(973) 266-5411

### Hudson County, NJ

Francesca Giarratana  
Project Manager  
(201) 217-5137 ext. 4443

### Town of Boonton, NJ

Matthew DiLauri  
Mayor  
(973) 402-9410 ext. 622

### Borough of Pompton Lakes, NJ

Kevin Boyle  
Borough Administrator  
(973) 835-0143

### Township of Montclair, NJ

Janice Talley, PP, AICP  
Director of Planning & Community Development  
(973) 509-4954

### Borough of Glen Ridge, NJ

Michael Rohal, P.E., PP, RMC  
Borough Administrator  
(973) 748-8400





# Little Falls, New Jersey

## Master Plan Re-Examination and Transit Village Zoning

Members of H2M's Planning and Engineering groups have a long-established relationship with the Township of Little Falls. We are trusted advisors to the township's administration and governing body for master planning, redevelopment planning, affordable housing services, and municipal engineering.

### services

This rapport led to the successful completion of its 2013 Master Plan Re-examination. For this effort, our planners engaged the community with meetings, a questionnaire, and visioning exercise (in coordination with Passaic County Planning) to guide the township in the type of community they want to achieve. This led to a revised series of goals and objectives that are actionable, achievable, and responsive to residents' needs. The plan includes an extensive review and update of demographics, land use/zoning, transportation, housing, redevelopment initiatives and opportunities. The adoption of the master plan re-examination report included recommended changes to the town's land use and zoning to leverage the town's train station and transit services. As a result, H2M assisted Little Falls in updating its zoning to include four new Transit Village Zones, with a series of graphically oriented zoning codes that provide guidance on form, function, and architecture.

The four Little Falls Transit Village (TV) Districts were prepared to reinforce the use of public transportation and walkability by locating higher-density mixed-use development, including employment oriented businesses and higher density residential uses, within proximity to Little Falls bus stop locations along Main Street, and the NJ TRANSIT rail station. The zone districts accommodate a physical pattern of development often found along village main streets and in neighborhood commercial areas of older cities. Daily destinations, such as work, home, shopping, recreation, and transit stops are within walking and biking distances, which reduces automobile dependency and roadway congestion, which creates a vibrant, livable community.

These new districts are being leveraged to identify new projects to support mobility and access to transit. This includes the development of an Application for Transit Village Designation to NJDOT and NJ TRANSIT, which H2M completed in 2016.

### Client

Township of Little Falls, NJ

Chuck Cuccia  
Borough Administrator  
(973) 890-4500

### Completed

Master Plan – 2013  
Transit Village Zoning – 2015  
Transit Village Designation - Ongoing

### Cost

Various, Ongoing Projects

### Services Provided

Master Plan Amendments  
Zoning Ordinances

“...reduces automobile dependency and roadway congestion, which creates a vibrant, livable community...”

Borough of

# Fanwood



## South Avenue Re-Zoning

South Avenue is the main commercial artery through the Borough of Fanwood. Its pattern of development - like that of many US suburban corridors - has been most influenced by an auto-centric development pattern. The result has been a number of undesirable outcomes: over-paving of land to maximize parking and expedite entry/exit; a separation of uses with individual properties disconnected from their surroundings; and less attention paid towards the pedestrian experience, good design and the aesthetic environment.

### services

To reserve these trends and expand the progress being made in the Borough's downtown redevelopment area to the entire corridor, H2M created three new zone districts for the corridor. The new zoning promotes compact, mixed-use development that features attractive, highly articulated buildings and site design that caters to the pedestrian experience. The purpose of the new CC districts is to accommodate vehicles, pedestrians and transit users; stimulate pedestrian use of the corridor; develop attractive buildings and appealing site design; minimize visibility of parking lots and automobile accommodations; and create a visually stimulating and economically viable commercial corridor.

The three new districts include a downtown core transit-oriented area near the train station; a district geared towards creative/maker, innovation, and live-work uses; and an easterly mixed-use district that transitions to residential. The regulations feature bike parking requirements, shared parking allowances, architectural facade standards, and signage requirements. Abundant graphics, diagrams and photographs enable users and reviewers to easily interpret the regulations.

### Client

Borough of Fanwood

Pat Hoynes  
Planning Department Administrator  
(908) 322-8236

### Completion

2015

### Cost

\$10,000

### Services Provided

Existing Conditions Study  
Zoning Analysis  
Graphic Regulations  
Design Standards

H2M created three new zone districts for the corridor...



Borough of

# Garwood

## South Avenue Redevelopment Study

The majority of the site and associated parking facilities has been used for industrial purposes since the late 1890s with companies such as C&C Electric and ALCOA manufacturing electronics, die casting and metal fabrication.

### services

The study area exhibits similar characteristics of many properties along the North and South Avenue corridor in Union County, which consist of older, vacant, obsolete industrial buildings. While many of the older industrial uses along the corridor have either been adaptively re-used for such uses as storage, office space or multi-tenant space, the industrial properties in question are contaminated, dated, in poor condition and not suitable for re-use. The Borough studied the properties in question and recommended in the master plan that the area would be better served as a Transit Village Area. As such the zoning was changed to support such uses.

H2M conducted an investigation which recommended that the site met statutory criteria to be designated as an area in need of redevelopment. H2M concluded that the buildings and associated parcels had outlived its functional use as an industrial plant and that the properties and structures are dilapidated and/or are suffering from obsolescence/faulty design, and the generality of buildings are substandard, unsafe, unsanitary, dilapidated, or obsolescent.

### Client

Borough of Garwood

Bill Nierstedt, AICP, PP  
Councilman  
(908) 753-3391

### Completion

2015

### Cost

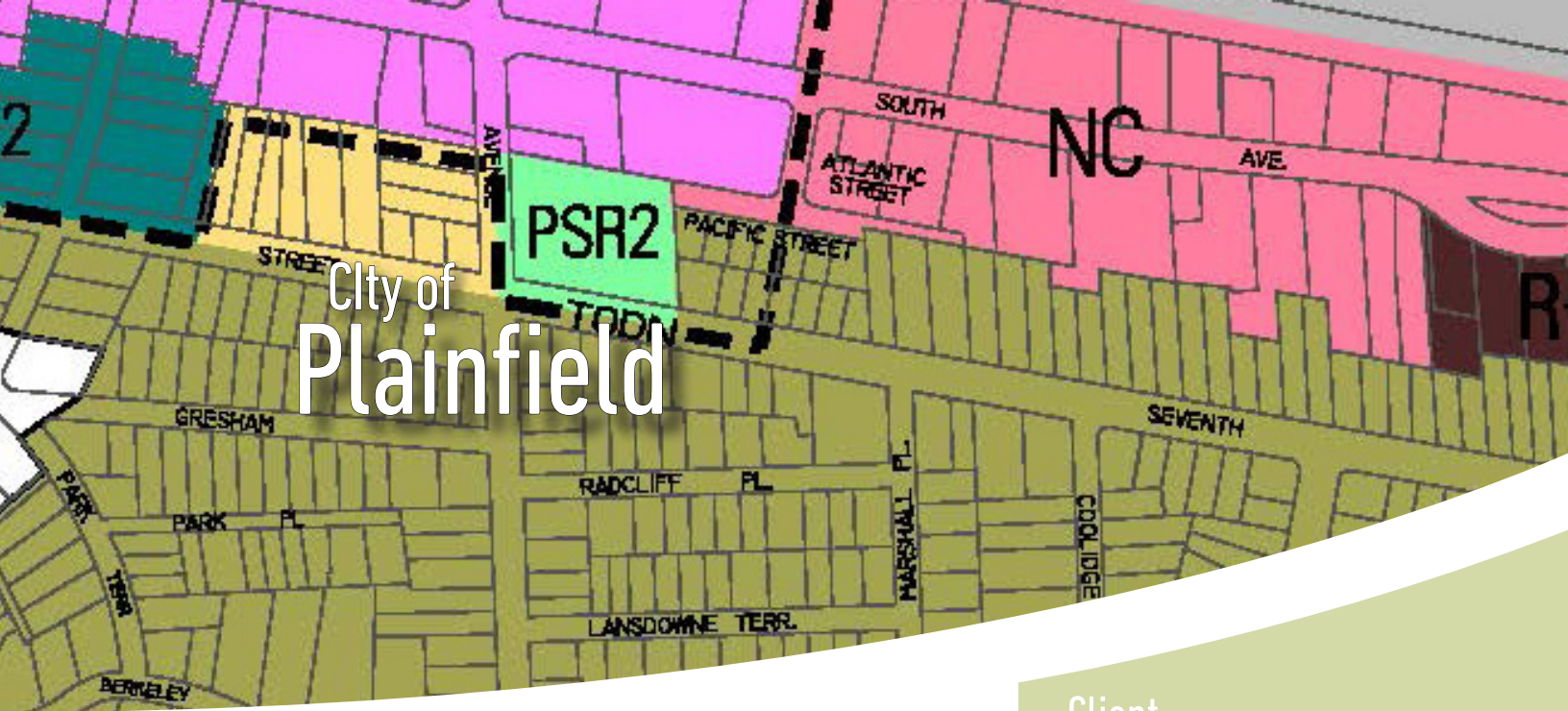
\$8,000

### Services Provided

Redevelopment Study  
Public Presentation

“...the area would be better served as a Transit Village Area...”





# City of Plainfield

## South Avenue Gateway Redevelopment Plan

The South Avenue Corridor throughout Union County, NJ has been going through a renaissance of redevelopment and enhancement, all capitalizing on the proximity to walkable downtowns and New Jersey Transit locations.

### services

The City of Plainfield is taking advantage of its recent Transit Village designation by creating a new residential anch or at one of the major northeastern gateways to Plainfield that capitalizes on access to retail shopping, restaurants, open space and its proximity and walkability to Plainfield's Netherwood Station and the Fanwood Borough station.

The introduction of new housing to the corridor area will enhance existing and proposed commercial uses in the vicinity by providing potential new customers and create an increase in NJ Transit ridership. H2M worked with City Officials and prospective developers to develop a redevelopment plan that emphasizes the gateway location of the project into the City by requiring specific concept plans, bulk requirements and residential and streetscape design standards.

### Client

City of Plainfield  
Plainfield, NJ

William Nierstedt, PP, AICP  
Director of Planning/Zoning  
Officer  
(908) 753-3664

### Completion

2015

### Cost

\$9,500

### Services Provided

Redevelopment Plan  
Design Standards

The introduction of new housing to the corridor area will enhance existing and proposed commercial uses...





# Town of Boonton

## Master Plan

H2M developed a new and innovative Master Plan for the Town of Boonton. Capitalizing on recent local and regional planning efforts that influence the Town of Boonton, the Master Plan consolidated the ideas advanced in these plans and create a holistic roadmap for Boonton within a single Comprehensive Master Plan.

## services

The Town of Boonton is a historic community, built along the banks of the Rockaway River, with a deep industrial and transportation heritage. It was forged by access to the water and major transportation routes the Morris Canal, railroads, and now the highway. The goal of our efforts was to plan for the Town's future, while being mindful of what makes desirable to families, businesses, artists, and more.

The plan establishes a new long term vision and strategy for the town to cultivate new opportunities for economic development, quality open space and recreation, and mobility improvements that positions the Town of Boonton as the place to live, work, and play in northern Morris County.

The plan consists of elements for land use, circulation, economic development, historic preservation, open space, and community facilities. In addition, H2M discusses current and future trends like demographic shifts in housing and transportation, emerging technologies such as autonomous vehicles, development patterns related to mixed-use and transit oriented development, and key planning strategies like complete streets and creative placemaking as challenges and opportunities for the Town to address. An Action Plan for each element was created to support the plan's goals and objectives with identification of short, medium, and long-term timelines for their completion.

The Town celebrated its 150th year of incorporation in 2017. As a result, H2M took advantage of this important milestone to celebrate Boonton's anniversary in the beginning of the planning process. We incorporated town events into our community engagement strategy, attending the fall's Boonton Day and organizing an interactive public workshop to gain important information from the community. H2M also developed a survey, distributing it via the Town's social media and website, and providing hard copies in a number of public venues.

## Client

Town of Boonton

## Contact

Matthew DiLauri  
Mayor  
(973) 402-9410 ext. 622

## Completed

July 2018

## Services Provided

Master Planning  
Land Use  
Circulation  
Economic Development  
Parks and Recreation  
Historic Preservation  
Community Facilities  
Community Engagement  
Stakeholder Outreach  
GIS Mapping  
Surveys  
Zoning Implementation

The plan consists of elements for land use, circulation, economic development, historic preservation...





# City of East Orange

## Comprehensive Master Plan

The City of East Orange is experiencing unprecedented investment where developers are capitalizing on the city's proximity by train to New York City and Hoboken, and throughout New Jersey via I-280 and the Garden State Parkway. The substantial progress over the past several years has positioned East Orange as a destination city where setting the standard for urban excellence is not just the city's vision, but is quickly becoming its reality.

.....

## services

Looking to build on its legacy as a city that provides both dynamic urban living and a suburban atmosphere on tree-lined streets, we were selected by East Orange to overhaul its master plan to shape the physical, environmental, and economic future of the city. The updated master plan provides a framework for preserving the city's character, ensuring its diversity, supporting investment and promoting desired change.

The new master plan sets forth a new direction through the smart planning of land use, transportation, economic development, sustainability, community services, housing policy, and parks and recreation that attracts investment, brings in new residents, and improves the quality of life for those who live, work, and visit the City of East Orange. Next, we will be updating the city's zoning code to reflect the recommendations of the master plan.

As part of the master plan, we gained important insight and feedback from the city's residents and stakeholders through dynamic and meaningful community dialogue, known as Empowering East Orange. By holding workshops at various locations throughout each ward and attending citywide community events, the H2M team ensured that cross-sections of the population perspectives were engaged, including young professionals, seniors, students, and families. In addition, we built awareness for the plan and presenting an avenue for feedback through the city's website, social media, and an online survey.

### Client

City of East Orange  
East Orange, NJ

Joseph Bianco  
Planning Department Manager  
(973) 266-5486

### Completed

Master Plan - 2018  
Zoning Update - Ongoing

### Cost

\$200,000

### Services Provided

Comprehensive Master Plan  
Land Use  
Housing  
Historic Preservation  
Community Facilities Plan  
Economic Development Plan  
Transportation  
Community Engagement  
Sustainability  
Parks and Recreation  
Zoning Code Update  
Recycling

The master plan provides a framework for planning East Orange as the standard for urban excellence.





# Redevelopment Planning Services

## Various Municipal Clients

H2M has extensive experience in the redevelopment planning process from the initial investigation to the redevelopment plan, and then assisting municipalities in its implementation. Redevelopment Planning requires special area expertise in preparing Redevelopment Studies and Plans that satisfy the requirements of the local and state planning laws, use community engagement strategies and visioning, and leverage local knowledge of the community.

## services

We are experts in the practice of Planning and Zoning and the Municipal Land Use Law (MLUL), the Local Redevelopment and Housing Law (LRHL), and redevelopment case law. Our licensed Planners have prepared numerous redevelopment studies that have resulted in successful area in need of redevelopment designations and understand that they need to be able to withstand challenge in a post-Gallenthin era. We are able to guide municipalities through the entire redevelopment process, whether working in large areas or single-site properties, and from area designation to drafting redevelopment RFPs and selecting the right developers. We have an excellent reputation in the planning field and have prepared numerous plans, including the New Jersey Planning Officials' award-winning Lincoln Park Redevelopment Plan. Our redevelopment planning experience includes the following studies and plans:

- Bayonne Scattered Site Redevelopment Plan
- Boonton Plane Street Redevelopment Study
- Garwood South Avenue Redevelopment Study
- Glen Ridge Baldwin Street Redevelopment Study and Plan
- Glen Ridge/Montclair Mountainside Hospital Redevelopment Study and Plan
- Leonia Fort Lee Road & Grand Avenue Redevelopment Study
- Little Falls Singac Redevelopment Study and Plan
- Little Falls Overlook Redevelopment Study
- Little Falls Paterson Ave Redevelopment Study and Plan
- Little Falls Laundry Site Redevelopment Study
- Maywood Route 17 Redevelopment Plan
- Newark West Ward MNI Redevelopment Study
- Newark Lincoln Park Redevelopment Plan
- Plainfield Muhlenberg Hospital Redevelopment Study
- Plainfield South Avenue Gateway Redevelopment Plan
- Rockaway Borough Franklin Avenue Redevelopment Study
- West Orange Eagle Rock Commercial Area Redevelopment Study

## Client

References available upon request

## Cost

Various

## Services Provided

Redevelopment Study  
Redevelopment Plans  
Concept Plans  
Public Visioning  
Property database  
Mobile data collection  
Public Hearing  
Planning

Redevelopment Planning requires special area expertise in preparing Redevelopment Studies and Plans...



# Hudson County

## Land Development Regulations Update

Hudson County reviews development applications of sites that affect county drainage facilities and county roadways through its Land Development Regulations.

## services

The County sought to update its Land Development Regulations (last updated in 2008), incorporating the newest design guidelines in an easy-to-use format. The update included urban design-based circulation strategies for county roadways, Complete Streets designs on county roadways, recent regulations to reflect post-Sandy stormwater standard, and green techniques and Best Management Practices (BMPs).

Leading a multi-disciplinary team, we updated Hudson County's Land Development Regulations (LDR) to incorporate the new "complete and green streets" focus. The LDR Update included street design requirements based on a new road typology framework and urban transect approach. Multiple pictorial case studies were presented for each of the street typologies as well as design elements for better visual understanding.

The other major focus of the update was the development of enhanced green stormwater infrastructure (GSI) requirements to stimulate the installation of GSI along Hudson County roads. A visually presented Green Stormwater Infrastructure Siting Quick Reference Guide and Fact Sheet were created for each of the GSI techniques, which will help applicants more easily understand stormwater requirements.

### Client

Hudson County, New Jersey

Francesca Giarratana, PP, AICP  
(201) 217-5137

### Completed 2016

### Services Provided

Zoning  
Green Infrastructure  
Complete Streets  
Street Typologies

The County wanted to update its regulations to reflect post-Sandy stormwater standards...





# Hudson County

## Hudson County Master Plan

In executing the Engaging and Strengthening Hudson County Initiative, our team delivered services to enhance the County's recognition and implementation of resiliency actions.

### challenge

The goal of this Master Plan was to help the County and municipalities incorporate smart growth and sustainable community approaches into their development plans, regulations and hazard mitigation goals and objectives; particularly to increase their flood resiliency. The plan focused on proactively identifying future vulnerabilities and short and longer term actions for the CEDS document, master plan re-exam, Parks and Recreation Element, and the Capital Improvement Element.

Hudson County is surrounded and intersected by bodies of water and is considered New Jersey's "Gold Coast." Under sunny conditions, the County's proximity to water adds value to the quality of life, increasing property values and enhancing tourism. This proximity also comes with inherent risk and, in the case of Hudson County, comes by way of coastal, inland, and localized flooding that is somewhat chronic in nature.

### solution

The preparation of this plan not only addressed the probability of flooding and the vulnerability of the County's structures and infrastructure, but also the consequences of those hazards to the population and their communities.



### Client

Hudson County, New Jersey

Francesca Giarratana  
Project Manager  
(201) 217-5137 ext. 4443

### Completed

2016

### Services Provided

Stormwater Resiliency  
Master Plan Re-Examination  
Parks & Recreation Plan  
Capital Improvement Plan  
CEDS  
Community Visioning & Participation  
Website Development

The plan will focus on proactively identifying future vulnerabilities...



# Borough of Leonia

## Light Rail Transit Planning & DEIS Review

H2M and a partner consulting firm have been hired by the Borough of Leonia to evaluate the possible restoration of a passenger rail service along the “Northern Branch.”

### Services

For the first time in more than 50 years, passenger rail service may be restored along the “Northern Branch,” an existing freight rail line that runs through Leonia Borough and several Bergen County communities. The Borough hired H2M and a partner consulting firm to evaluate and respond to NJ Transit’s proposal for a transit station and commuter parking area at the Borough’s Fort Lee Road intersection, the gateway to the Borough and a major traffic artery. Our service to the Borough has included the following:

- **Public Outreach:** To communicate Borough objectives and understand local preferences/opinions towards commuter light rail, H2M participated in more than a dozen meetings with Borough Officials, NJ Transit, local committees, and the public at Town-Hall style meetings. Resident opinions were also collected in a town-wide survey, which collected 566 respondents and wealth of data to help inform municipal action.
- **DEIS Review:** The Team undertook a technical review of the 1,000+-page DEIS, and recommended revisions that included better measures for traffic mitigation, pedestrian and bicycle connectivity, bus accommodations, station parking, station location, etc.
- **Consensus Vision:** The Team incorporated the results of the public outreach and DEIS review into a municipal consensus statement, delivered as formal testimony to NJ Transit and the FTA at public hearings and a written submission.

Today, we are assisting Leonia in its “transit-oriented” redevelopment efforts in the area around the proposed station.

### Client

Borough of Leonia

### Contact

Jack Terhune  
Borough Administrator  
(201) 592-5780

### Completed

2015

### Services Provided

Public Transit Survey  
DEIS Review  
Town Hall Meetings  
Developed Testimony

The team undertook a technical review of the 1,000+ page DEIS...







# Staffing Plan

The successful completion of a project requires a diverse pool of experienced personnel capable of performing tasks within their area of expertise. H2M's management and project managers are also aware that the success of any project is dependent upon the close cooperation required between the H2M staff and the project personnel of our client. The proposed organization of personnel and resources is intended to bring together a team of H2M professionals that can focus on project objectives as well as respond to unanticipated circumstances or issues.

## Project Manager

Erik I. DeLine, P.P., AICP

## Department Manager

Jeffrey L. Janota, P.P., AICP

## Project Planner

Nicole M. Venezia, P.P., AICP

Resumes Follow.





### Experience

H2M  
VHB  
County of Morris

### Education

Post Graduate Coursework, School of Architecture and Planning, State University of New York at Buffalo  
B.A. Political Science, State University of New York at Buffalo

### Licenses/Certifications

Professional Planner: NJ  
American Institute of Certified Planners  
New Jersey Redevelopment Authority, Redevelopment Planning Law Certification

### Memberships

American Planning Association, New Jersey  
American Planning Association, Transportation Planning Division  
New Jersey Future  
New Jersey Bike Walk Coalition  
New York/New Jersey Trails Conference  
Rails-to-Trails Conservancy

## Erik I. DeLine, P.P., AICP

### Senior Project Planner

Mr. DeLine is a Senior Project Planner with experience providing planning and analysis in the public and private sectors. He has worked on several municipal and county master plans, development reviews, and has an extensive background in writing land use ordinances. Mr. DeLine specializes in multi-modal transportation planning and innovative community engagement programs.

### Selected project experience:

- Town of Boonton Planning, NJ: Erik has been providing municipal planning services to the Town of Boonton since 2016 in support of H2M's role as the Town Planner. Erik reviews development applications and provides planner's reports for the Town's Planning Board. In addition, Erik has conducted two zone change studies and resulting ordinances, using his planning knowledge of emerging land uses to create an adaptive re-use zone (ARU) and Senior Housing as a Conditional Use in a residential zone, while promoting walkability to the nearby commercial area. Erik has also written land use ordinances for the requirement of an environmental impact statement for certain size developments and the expansion of steep slope protections to all zones within the Town. H2M recently completed the Town's newest Master Plan, which seeks to promote Boonton as a livable and walkable community with a vibrant downtown and engaging neighborhoods. The Master Plan addresses land use, transportation, open space, community facilities, economic development, and historic preservation, and will inform a subsequent update to the Town's zoning code.
- City of East Orange, NJ: As part of a multi-disciplinary project team, Erik was a key member in the development of East Orange's new Master Plan. The Master Plan includes the following elements: Land Use, Economic Development, Circulation, Housing, Community Facilities, Sustainability, and Recycling. Each element of the plan includes goals and an extensive list of innovative recommendations designed to improve the community. Leveraging his background in transportation planning, Erik integrated Complete Streets principles into the Circulation Element, including the designation of "Street Typologies" on East Orange's most critical roadways. Erik participated and led discussions with the City's Master Plan Committee that provided critical insight into issues facing the City and potential strategies to address them. In addition, Erik was the key lead on an extensive public engagement process which included interactive public workshops in each of the City's wards, booths and summer community events, and special events geared towards interacting with East Orange's young professionals, high school students, and neighborhood groups. Near the completion of the plan, the project team held two city-wide public meetings in which the proposed goals and key recommendations were presented to the public and participants were given the opportunity to identify which goals and recommendations were the most important to them as city residents and stakeholders. The adoption of the Master Plan will result in the update to the city's zoning code, addressing inconsistencies in the code, incorporating new land use planning concepts, and advancing regulatory tools in a usable and accessible format.
- Hudson County Master Plan, NJ: Assisted in a full re-examination of Hudson County's Master Plan which included an update of the Land Use, Circulation, Housing, Community Facilities, Conservation, Historic Preservation, and Infrastructure Elements. A key goal of the Master Plan was to help the County and municipalities incorporate smart growth and sustainable community approaches into their development plans, regulations and hazard mitigation goals and objectives; particularly to increase their flood resiliency. As a result, the potential impacts of flood events on the County were examined and resiliency actions were developed to support a more sustainable planning approach. For each element, he assessed how the County had changed since its last Master Plan, how recommendations had advanced, and identified new goals, objectives, and recommendations for new County planning initiatives. In addition, Mr. DeLine provided a discussion of future trends and how those trends may influence development and travel patterns throughout the County.



## Erik I. DeLine, P.P., AICP

### Selected project experience, continued:

- Little Falls Transit Village Application, NJ: Mr. DeLine completed the Transit Village Designation on behalf of the Township of Little Falls. Through this process, he documented the township's efforts in developing Transit Oriented Development (TOD) within the transit village area, physical improvements to bicycle and pedestrian infrastructure, and placemaking initiatives. In addition, he developed GIS maps for the application and drafted a Complete Streets Policy Resolution for adoption.
- Little Falls Redevelopment Planning, NJ: Mr. DeLine is conducting multiple redevelopment studies and plans in the Township of Little Falls. The Overlook Redevelopment Study is an examination of functionally obsolete and unutilized Class A office space off US-46 in order to determine whether the parcels in the study area meet the statutory criteria for an Area in Need of Redevelopment using non-condemnation analysis. Another redevelopment study is located in Little Falls' historic downtown, along Paterson Avenue and Main Street, where there is desire to redevelop the area to permit mixed-use residential construction at a pedestrian scale, while connecting the downtown to its nearby open space. Erik also completed the Singac Redevelopment Study and Redevelopment Plan, which replaces a legacy industrial zone with a district permitting transit-oriented development within close proximity of the Little Falls train station. The goals of the plan are to establish a diverse quality housing stock, while meeting the affordable housing needs of the Township, and promote use of public transportation services nearby.
- Glen Ridge Baldwin Street Redevelopment Study and Plan, NJ: Mr. DeLine performed an Area in Need of Redevelopment investigation and a resulting Plan for multiple parcels in the Borough of Glen Ridge, along the border with Montclair Township. The existing uses for the study area were a series of dilapidated single and two family houses, which did not meet the requirements of the zone. The study area is within 1/2 mile of the Bay Street Station and Montclair and Mountainside Hospital, a major regional healthcare employer. The study led to the designation as a redevelopment area, which promotes quality multi-family residential, consistent with the zoning of neighboring Montclair, while promoting transit usage, helping the Borough meet its affordable housing obligations, and provide diverse housing options.
- Borough of Leonia Planning, NJ: As the appointed Planner for the Borough of Leonia, Erik has been provided numerous planning services for the municipality. Currently, he is conducting a series of Area in Need of Redevelopment Investigation Studies adjacent to the Bergen County Overpeck Park and the future extension of the Hudson Bergen Light Rail Transit Line. This will lead to the creation of a Redevelopment Plan that enables a corporate headquarters to use their property more efficiently, promotes mixed-use transit oriented development, and walkability in close proximity to transit service and recreational amenities. Erik also conducted research and developed a one-page infographic designed to promote Leonia's commercial downtown and attract new small business. Erik has also been working for the Borough to promote better pedestrian and bicycling throughout the community. Erik assisted Leonia in a technical assistance grant request for a feasibility study of a bike route from Overpeck Park to the George Washington Bridge, and developed Complete Streets concept plans and cost estimates for a Transportation Alternative (TAP) Grant and Safe Routes to School (SRTS) Grant application package to NJDOT, which would implement curb extensions, bike lanes, and other traffic calming measures through the entire length of one of Leonia's busiest and widest roadways.
- Planning Testimony, Various Clients: Erik has provided New Jersey Professional Planning services on behalf of numerous private clients to municipal planning and zoning boards. His approach includes a site visit, a detailed review of the municipalities zoning code and planning documents. Using that gathered knowledge, he provides specific feedback to H2M's clients on how their site plan may be improved to benefit both the client's application and the community. This approach helps to ensure an application process which is thorough and reflects the desires of a local municipality while helping to get the client's project approved. His reviews also provide a greater degree of understanding on land use ordinances in New Jersey, which assists in his services to public sector clients.





### Experience

H2M  
Birdsall Services Group  
T&M Associates  
Freehold Soil Conservation District

### Education

Masters of City and Regional Planning,  
Edward J. Bloustein School of  
Planning, Rutgers University  
B.S., Environmental Science, Marist  
College

### Licenses/Certifications

Professional Planner: NJ  
American Institute of Certified  
Planners  
Certification in Geomatics, Rutgers  
University  
NJDCA- Downtown Revitalization  
Institute Certification  
New Jersey Redevelopment Authority-  
Redevelopment Certification

### Memberships

American Planning Association  
Downtown New Jersey  
Downtown Westfield  
New Jersey Chapter APA  
Project for Public Spaces  
The Congress for New Urbanism  
Urban Land Institute

## Jeffrey L. Janota, P.P., AICP

### *Department Manager - Land Use Planning*

Mr. Janota has over 22 years of experience as an urban and environmental planner and development consultant. As a consultant, he has worked with local governments, state and federal agencies, private corporations, development companies and individual landowners. Mr. Janota carries out management responsibilities for planning projects and integrates planning procedures for use with an interdisciplinary staff of engineers, planners, attorneys and surveyors. His approach to planning and development emphasizes the integration of good urban planning and design with sound economics and an understanding of the needs of the client and the market.

### Selected project experience:

- **Municipal Planning:** Served as planning consultant to planning and zoning boards, providing staff reports and expert testimony on development applications, master plans, COAH and ordinance revisions, redevelopment plans and other planning studies for the following municipalities: New Providence, Hackensack, Long Branch, Howell, Little Falls, West New York, Cranford, Teaneck, and Rivervale. Served as COAH Planning Consultant for New Providence, Cranford, Little Falls, Rivervale and Howell.
- **Zoning Ordinances and Development Guidelines:** Authored Land Use Ordinances for communities including comprehensive re-writes and revisions to zoning and subdivision regulations. Experience includes:
  - Hudson County Land Development Regulations Update 2016
  - City of East Orange Zoning Ordinance Update
  - Glen Ridge, NJ Zoning and Development Regulations Comprehensive Update
  - Transit Village Designation and Zoning - Little Falls, NJ
  - South Avenue Downtown/TOD Re-Zoning - Garwood, NJ
  - Streetscape Design Guidelines - Plainfield, NJ
  - Hudson County Land Use Development Regulations - Hudson County, NJ
  - Downtown Urban Design Guidelines - New Providence, NJ
  - Commercial Rezoning Analysis - Eatontown, NJ
  - Atlantic City Tourism District Zoning District Regulations - Atlantic City, NJ
  - Highest and Best Use Analysis - Edison, NJ
  - Jackson Towne Centre, Traditional Neighborhood Development Zoning Ordinance and Design Regulations - Jackson NJ
  - Historic District Design Guidelines - Barnegat Township, NJ
  - Commercial Design Guidelines - Barnegat Township, NJ
  - East and West Orange - Streetscape Design Guidelines Solar and Wind Ordinances - multiple municipalities
  - Outdoor seating, sign and mixed use ordinances, tree preservation, overlay zoning
- **Master Plans:** Project manager for the development of comprehensive Master Plans for small and large communities throughout New Jersey, including extensive community building, charrettes, public participation and graphic representation.
  - Borough of Rockaway - Comprehensive Master Plan
  - City of East Orange, NJ - Comprehensive Master Plan
  - Town of Boonton, NY - Comprehensive Master Plan
  - Township of Little Falls, NJ - Comprehensive Master Plan
  - Hudson County Master Plan - Hudson County, NJ
  - Atlantic City Tourism District Master Plan - Atlantic City, NJ
  - Seaside Land Use Study and Plan, Seaside - NJ
  - West New York Land Use Plan - West New York, NJ
  - Union County Parks, Open Space and Recreation Master Plan - Union County, NJ
  - Spring Lake Master Plan - Borough of Spring Lake, NJ
  - Teaneck Master Plan - Teaneck, NJ
  - Neptune Master Plan - Neptune, NJ
  - Historic Preservation Element - Barnegat Township, NJ
  - Toms River Master Plan - Toms River, NJ
  - Comprehensive Master Plan - Spring Lake Heights, NJ



## Jeffrey L. Janota, P.P., ACIP

### Selected project experience, continued:

- Redevelopment: Prepared Needs Studies and Redevelopment Plans for municipalities throughout New Jersey ranging from small one lot plans to the study and design of a 250 acre neighborhood design. Experience includes:
  - Signac Industrial Zone Area in Need Study and Redevelopment Plan - Little Falls, NJ
  - Paterson Avenue Area in Need Study and Redevelopment Plan - Little Falls, NY
  - Baldwin Street Area in Need Study and Redevelopment Plan - Glen Ridge, NJ
  - South Avenue Area in Need Study - Garwood, NJ
  - South Avenue Gateway Redevelopment Plan - Plainfield, NJ
  - HUMC Hospital Area in Need Study - Montclair, NJ
  - Muhlenberg Hospital Area in Need Study - Plainfield, NJ
  - Eagle Rock Commercial Area in Need Study - West Orange, NJ
  - Bergen Square Needs Study and Redevelopment Plan - Camden, NJ
  - 6600 Park Avenue-Needs Study and Redevelopment Plan - West New York, NJ
  - St. George Avenue Needs Determination Study - Borough of Roselle, NJ
  - Hackensack Main Street Needs Study - City of Hackensack, NJ
  - Franklin Street - Redevelopment Plan - Lakewood Township, NJ
  - Holmdel Trooper Barracks Needs Study and Plan-Township of Holmdel, NJ
  - Main Street Redevelopment - Needs Study and Plan - Lakewood, NJ
  - Survey of Southeast Redevelopment Area - Seaside, NJ
  - Gunning River Road- Need Determination Study - Barnegat, NJ
- Affordable Housing: Experience in affordable housing and related housing issues and has prepared Housing Elements, Fair Share Plans and represented municipalities in COAH mediation and helped defend municipalities in affordable housing litigations.
  - Housing Element & Fair Share Plans - Little Falls, NJ; River Vale, NJ; Pompton Lakes, NJ; Borough of Rockaway, NJ; Glen Ridge, NJ; New Providence, NJ.
  - Builders Remedy Litigation and COAH Mediation - New Providence, NJ; Rockaway Borough, NJ; Glen Ridge, NJ
- Recreation, Open Space Plans, Environmental Impact Studies: Managed projects ranging from complex strategic parks and recreation plans for Counties to the preparation of Environmental Resource Inventories and Farmland Preservation plans for municipalities to EIS and EO-215 State Environmental Assessments.
  - Environmental Assessment and Environmental Review Record - Wantage, NJ
  - Environmental Resource Inventory - Barnegat, NJ
  - Union County Parks, Open Space and Recreation Master Plan - Union County, NJ
  - Recreation and Open Space Element - Marlboro, NJ
  - Recreation and Open Space - Little Falls, NJ
  - Environmental Resource Inventory - Oldmans Township, NJ
  - Farmland Preservation Plan - Howell, NJ
  - EO-215 Environmental Assessment, NJSDA - Paterson, NJ
  - Dozens of EIS Reports for Private Development opportunities
- Environmental Permitting: Project supervisor for all aspects of the environmental planning and permitting projects within the Planning and Permitting Department, including the integration of design, survey, hydraulic analyses, right-of-way investigations, and local and NJDEP permitting necessary to support the project.
  - The Fairways at Bey Lea West, Toms River - Coastal Area Facilities Review Act (CAFRA)
  - Jackson Commons - Wetlands, T&E permitting analysis
  - Manasquan High School - Flood Hazard Area and wetlands permitting
  - Jumping Brook Corporate Park, Tinton Falls - CAFRA, EIS
  - The Emerald, Wildwood Crest Borough - CAFRA Individual Permit





## Nicole M. Venezia, PP, AICP

### *Project Planner*

Ms. Venezia's expertise includes aiding in development review services, community outreach, preparing master plans, housing plans, redevelopment studies, Geographic Information Systems (GIS), mapping, demographic analysis, and environmental impact analysis.

### Selected project experience:

- East Orange - Comprehensive Master Plan: Participated in an extensive public outreach program with over 12 public meetings with City residents. Researched and drafted plan elements including land use, economic development, transportation, housing, and community facilities. Created easy-to-digest maps utilizing GIS and visualizations such as graphs were created using Adobe Suite products. The final document integrated Historic Preservation and Park and Recreation Plan Elements into the Plan's format and was published using an industry-leading page design application.
- Town of Boonton - Comprehensive Master Plan: Highlighting the Town's historic, natural resources, and transit opportunities in the new Master Plan. The plan will encompass recommendations and findings from recent planning studies conducted for the Town, including NJTPA's Emerging Centers Study for municipalities seeking Transit Village designation with the NJDOT. Maps are being developed in GIS for each of the Plan Elements. The final document will include visualizations and be published in InDesign.
- Hudson County Master Plan: Assisted in the preparation of a new, comprehensive Master Plan that proposed specific recommendations for an overall theme of resiliency within the county. Updated the WordPress website for the project, updated the goals and objectives with team coordination and created data visualizations for the final Master Plan using InDesign.
- Housing Element & Fair Share Plans: Assisted in the preparation of Housing Elements and Fair Share Plans for multiple NJ municipalities. Created extensive Vacant Land Assessments using GIS, evaluated housing, population and employment demographic characteristics using Census data to determine realistic affordable housing obligations, and revised municipal zoning ordinances to include affordability controls for these NJ jurisdictions.
- Redevelopment Studies - Little Falls: Assisted in the preparation of two adopted redevelopment studies for the Township. One redevelopment area included properties in the downtown and the other was an obsolete industrial area. Redevelopment Plans are currently underway.
- Redevelopment Study, City of Newark: Assisted in the preparation of an adopted redevelopment study for Phase I of the 4th Ward MNI Area located in the City of Newark. The project utilizes high-tech field software, Fulcrum inventorying conditions for over 155 properties for later criteria designation.
- Level 1 Environmental Assessments: Prepared multiple Level 1 Environmental Assessment (EA) Planning Reports with the purpose of conducting an environmental impact analysis for multiple well projects in West Milford, NJ and Belvidere, NJ.
- Lake Rutherford Dam, Wantage, NJ: Prepared an Environmental Assessment (EA) and Environmental Review Record (ERR) according to the checklists and guidelines provided by the US Department of Housing and Urban Development (HUD) for the purpose of reviewing a dam safety project's potential environmental impacts.

### Experience

#### H2M

Union County, NJ – Bureau of Planning and Economic Development  
PlanSmart NJ  
AmeriCorps NCCC FEMA Corps  
Town of Huntersville Planning Department

### Education

Master of City and Regional Planning,  
Edward J. Bloustein School of  
Planning and Public Policy, Rutgers  
University

B.A., Architecture, College of Arts  
and Architecture, University of North  
Carolina at Charlotte

B.A., Geography, College of Liberal  
Arts and Sciences, University of North  
Carolina at Charlotte

### Licenses/Certifications

Professional Planner: NJ  
American Institute of Certified  
Planners  
Flood Hazard Area Control Act Rules  
Overview Certification  
Introduction to Wetland Certification

### Memberships

American Planning Association  
Project Management Institute  
New Jersey Chapter APA



# NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Paul R. I  
Acti

## License Information

Accurate as of June 20, 2018 10:16 AM

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**Name:** ERIK I DELINE

**Address:** Parsippany,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00622900

**License Status:** Active

**Status Change Reason:** License Issuance

**Issue Date:** 2/6/2013

**Expiration Date:** 5/31/2020

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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# NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Kevin Je  
*Acting*

## License Information

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**Name:** JEFFREY L JANOTA

**Address:** Westfield,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00582700

**License Status:** Active

**Status Change Reason:** License Issuance

**Issue Date:** 8/12/2004

**Expiration Date:** 5/31/2020

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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# NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Kevin Je  
*Acting*

## License Information

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**Name:** NICOLE VENEZIA

**Address:** Boonton,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00639200

**License Status:** Active

**Status Change Reason:** License Issuance

**Issue Date:** 4/24/2018

**Expiration Date:** 5/31/2020

NO Board Actions. For more information contact the New Jersey State Board of Professional Planners (973)504-6465

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## Cost Details

The overall cost of the H2M team's proposed scope of work is **\$45,000.00**.

We recognize that governments often operate with constrained financial resources and H2M is committed to being flexible to our partner client's needs. Our cost for the Transit Village Community Visioning Planning Services reflects the scope of work designed to meet the requirements of the RFP and our understanding of Roselle Park's needs. Any work associated with the project outside of the agreed upon scope of work will be billed at H2M's hourly rate, listed below. H2M rates are billed at tenths of an hour increments.

If the Borough is interested in discussing our approach and costs further, we would be happy to discuss these prior to entering into a contract with the Borough.

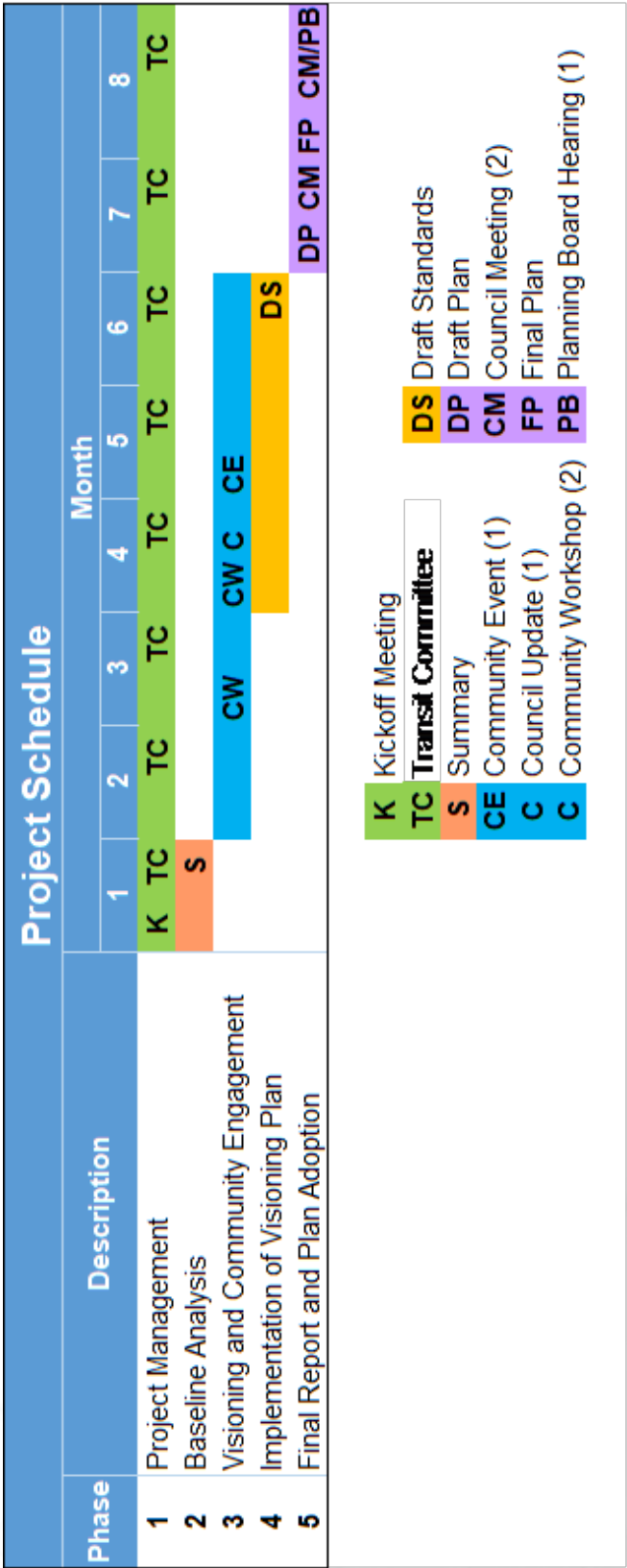
Task	Description	Hours	Cost
1	Project Management	56	\$7,100.00
2	Baseline Analysis	33	\$3,900.00
3	Visioning and Community Engagement	92	\$12,000.00
4	Implementation of Vision Plan	56	\$6,500.00
5	Final Report and Plan Adoption	91	\$10,500.00
<b>Direct Expenses</b>			
	— Public Input Software License	—	\$4,000.00
	— Printing and Materials	—	\$1,000.00
<b>TOTAL</b>		<b>328</b>	<b>\$45,000.00</b>

<b>2019 Hourly Rate Schedule</b>	
Staff	Hourly Rate
Jeffrey L. Janota, P.P., AICP, Department Manager - Land Use Planning	\$174.42
Erik I. Deline, P.P., AICP, Senior Project Planner	\$136.05
Nicole M. Venezia, P.P., AICP, Project Planner	\$112.00
Staff Planner	\$90.00



# Project Schedule

The project schedule on the following page represents our proposed time line for the Roselle Park Transit Village Community Visioning Planning Services, but can be revised based on feedback from the Borough. The schedule shows our commitment to successfully completing the project within 8 months from kickoff.







## BOROUGH OF ROSELLE PARK


### SUBMISSION CHECKLIST

THE FOLLOWING ITEMS, AS INDICATED BELOW <input checked="" type="checkbox"/> , SHALL BE PROVIDED WITH THE RECEIPT OF SEALED SUBMISSIONS		Initial Here
<input checked="" type="checkbox"/>	Completed RFP Checklist	SCH
<input checked="" type="checkbox"/>	Completed Submission Form / Qualification Statement	SCH
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure	SCH
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	SCH
<input checked="" type="checkbox"/>	Required EEO/Affirmative Action Evidence & Signed Compliance Notice	SCH
<input checked="" type="checkbox"/>	Acknowledgement of Americans with Disabilities Act Language of 1990	SCH
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	SCH
<input checked="" type="checkbox"/>	Insurance Requirement Acknowledgement Form	SCH
<input checked="" type="checkbox"/>	Certification Regarding Political Contributions	SCH
<input checked="" type="checkbox"/>	New Jersey Business Registration Certificate of Vendor	SCH
<input checked="" type="checkbox"/>	W-9 of Vendor	SCH

This checklist is provided for vendor's use in assuring compliance with required documentation; however, it does not include all submission requirements and does not relieve the vendor of the need to read and comply with the RFP.

Name of Vendor: H2M Associates, Inc.

Date: November 28, 2018

Signature: X. 

Print Name: Steven C. Hearl, P.E., LEED AP, CCCA

Title: Vice President

**BOROUGH OF ROSELLE PARK**

**SUBMISSION FORM / QUALIFICATION STATEMENT**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:**

See Tab 4



**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**2. References and record of success of same or similar service:**

See Tab 3

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

See Tab 2



**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**4. Cost details, including the annual fee for primary duties and the hourly rates of each of the individuals who will perform services, and all expenses for any work that is not included in the primary duties:**

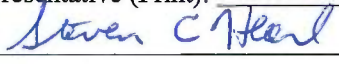
See Tab 5

**CERTIFICATION OF PROPOSAL**  
**(Sign Below)**

Firm: H2M Associates, Inc.

Date: November 28, 2018

Authorized Representative (Print): Steven C. Hearl, P.E., LEED AP, CCCA

Signature: 

Title: Vice President

Telephone No.: 862-207-5900

Fax No.: 973-334-0507

**BOROUGH OF ROSELLE PARK**

**STATEMENT OF OWNERSHIP DISCLOSURE**

**N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)**

**THIS STATEMENT SHALL BE COMPLETED, CERTIFIED TO, AND INCLUDED WITH ALL BID AND PROPOSAL SUBMISSIONS. FAILURE TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION OF THE BID OR PROPOSAL.**

**Name of Organization:** H2M Associates, Inc.

**Organization Address:** 119 Cherry Hill Road, Suite 110, Parsippany, NJ 07054

**Part I**

**Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type)
- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

## **STATEMENT OF OWNERSHIP DISCLOSURE**

**(Continued)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
H2M Associates, Inc. is a wholly-owned subsidiary of H2M Architects, Engineers, Land Surveying & Landscape Architecture, D.P.C. No stockholder owns 10% or more of the Stock of any class of H2M Architects, Engineers, Land Surveying & Landscape Architecture, D.P.C.	

### **Part III**

#### **DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
H2M Associates, Inc. is a wholly-owned subsidiary of H2M Architects, Engineers, Land Surveying & Landscape Architecture, D.P.C. No stockholder owns 10% or more of the Stock of any class of H2M Architects, Engineers, Land Surveying & Landscape Architecture, D.P.C.	




## **STATEMENT OF OWNERSHIP DISCLOSURE**

(Continued)

### **Part IV**

#### **Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Roselle Park is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Roselle Park to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Steven C. Hearl, P.E., LEED AP, CCCA	Title:	Vice President
Signature:		Date:	November 28, 2018

**BOROUGH OF ROSELLE PARK**

**NON-COLLUSION AFFIDAVIT**

State of NEW YORK  
County of SUFFOLK

ss:

I, Steven C. Hearl, P.E.,  
LEED AP, CCCA of the City of Greenlawn in  
the County of Suffolk and State of New York full age, being duly  
sworn according to law on my oath depose and say that:

I am Vice President of the firm of H2M Associates, Inc.  
(Title or Position) (Name of Firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Roselle Park relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by H2M Associates, Inc. (name of contractor).

Subscribed and sworn to

before me this 28th day

of November, 2018.

X.

Steven C Hearl

Signature

Steven C. Hearl, P.E., LEED AP, CCCA

(Type or print name of affiant under signature)

Susan L. Jannace  
Notary public of

My Commission expires 06.03.2019



**BOROUGH OF ROSELLE PARK**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE  
AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: H2M Associates, Inc.

SIGNATURE: 

PRINT NAME: Steven C. Hearl, P.E., LEED AP, CCCA, Vice President

TITLE: Vice President

DATE: November 28, 2018



## **BOROUGH OF ROSELLE PARK**

### **EXHIBIT A**

#### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**  
**(Continued)**

without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

## BOROUGH OF ROSELLE PARK

### AMERICANS WITH DISABILITIES ACT OF 1990

#### Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The undersigned vendor consents to the full understanding of the forgoing Americans with Disabilities Act Language of 1990:

Bidder/Vendor: H2M Associates, Inc.

Signature: 

Full Name (Print): Steven C. Hearl, P.E., LEED AP, CCCA, Vice President

Title: Vice President

Date November 28, 2018



## **BOROUGH OF ROSELLE PARK**

### **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

#### **PART 1: CERTIFICATION**

#### **BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.

#### **PLEASE CHECK EITHER BOX:**

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

#### **PART 2**

#### **PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
**(Continued)**

**CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Steven C. Hearl, P.E., LEED AP, CCCA, Vice President

Signature: 

Title: Vice President

Date: November 28, 2018

Bidder/Vendor: H2M Associates, Inc.

**BOROUGH OF ROSELLE PARK**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the governing body

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

SIGNATURE: Steven C. Hearl DATE: November 28, 2018

Steven C. Hearl, P.E., LEED AP, CCCA, Vice President  
(Printed Name & Title)



Client#: 52838

H2MARCHITECTS

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Greyling Ins. Brokerage/EPIC</b> <b>3780 Mansell Road, Suite 370</b> <b>Alpharetta, Georgia 30022</b>	CONTACT NAME: <b>Nicole Larsen</b>	
	PHONE (A/C, No, Ext): <b>770-552-4225</b>	FAX (A/C, No): <b>866-550-4082</b>
	E-MAIL ADDRESS: <b>Nicole.Larsen@greyling.com</b>	
INSURED <b>H2M Associates, Inc.</b> <b>119 Cherry Hill Road, Suite 100</b> <b>Parsippany, NJ 07054</b>	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Underwriters	
	INSURER B : Hartford Casualty Ins. Co.	
	INSURER C : Sentinel Insurance Company	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 18-19

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		20UUGAU9233	01/01/2018	01/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		20UEGAU7896	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000		20XHGYH2145	01/01/2018	01/01/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	20WBGAT3285	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

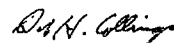
## CERTIFICATE HOLDER

## CANCELLATION

Sample Certificate

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Strategies Company 1086 Teaneck Rd, Ste 5B Teaneck, NJ 07666	CONTACT NAME:		
	PHONE (A/C, No, Ext):	201-837-1100	FAX (A/C, No):
INSURED H2M Associates, Inc. 119 Cherry Hill Rd, Ste 110 Parsippany NJ 07054	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Markel American Insurance Company		28932
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

## COVERAGES

CERTIFICATE NUMBER: 40814751

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
A	Professional Liability			MKLM7PL0001520	3/15/2018	3/15/2019	E.L. DISEASE - POLICY LIMIT \$
							Per Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SAMPLE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Mike Christian

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**BOROUGH OF ROSELLE PARK**

**CERTIFICATION REGARDING POLITICAL CONTRIBUTIONS**

STATE OF NEW YORK

: SS.

COUNTY OF SUFFOLK

I, Steven C. Hearl, P.E.,  
LEED AP, CCCA, Vice President of the H2M Associates, Inc. of  
Greenlawn in the County of Suffolk and the State of NEW YORK of   
full age, being duly sworn

according to law on my oath depose and say that:

I am the Vice President of the firm of  
H2M Associates, Inc., the Professional Service Entity making the  
submissions for the above named Service, and that I executed the said submission with full authority to do  
so; that said Professional Service Entity acknowledges that it is aware that the Borough of Roselle Park  
pursuant to Section 2-4 of the Borough Code prohibits the awarding of any public contract to any  
Professional Service Entity that has contributed in excess of two hundred (\$200.00) dollars to a campaign  
committee of any Borough of Roselle Park candidate or holder of the public office having ultimate  
responsibility for the award of the contract, or to any Borough of Roselle Park or Union County Party  
Committee, or to any political action committee (PAC) that is organized for the primary purpose of  
promoting or supporting Borough of Roselle Park municipal candidates or municipal officeholders, within  
one (1) calendar year immediately preceding the date of the contract or agreement.

I further warrant that pursuant to Roselle Park Borough Section 2-4, a "professional service provider"  
seeking a public contract means: an individual, including the individual's spouse, if any, and any child  
living at home; person; firm; corporation; professional corporation; partnership; organization; or  
association. The definition of a service provider includes all principals who own one (1%) percent or more  
of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the  
provider as well as any subsidiaries directly controlled by the service provider.

I further warrant that I have reviewed Borough Code Section 2-4.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing  
statements made by me are willfully false, I am subject to punishment for contempt of Court.

Subscribed and sworn to before me  
this 28th day of November, 2018

[Signature]  
(Signature of Notary)

(Affix Seal)

[Signature]  
(Signature of Professional)  
Name: Steven C. Hearl, P.E., LEED AP, CCCA  
Title: Vice President







## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** H2M ASSOCIATES, INC.

**Trade Name:**

**Address:** 119 CHERRY HILL ROAD, SUITE 110  
PARSIPPANY, NJ 07054-1114

**Certificate Number:** 0068842

**Effective Date:** November 01, 1979

**Date of Issuance:** September 24, 2018

**For Office Use Only:**

20180924141046361

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**  
**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2017** to **15-MAY-2020**

**H2M ASSOCIATES, INC./H2M ARCHITECTS+ENGINEER**  
**119 CHERRY HILL RD, SUITE 200**  
**PARSIPPANY NJ 07054**



*Ford M. Scudder*

FORD M. SCUDDER  
State Treasurer

# State of New Jersey

Division of Consumer Affairs  
State Board of Professional Engineers and Land Surveyors

## THIS CERTIFIES THAT

H2M ASSOCIATES, INC.

119 CHERRY HILL RD., STE. 110

Parsippany NJ 07054

Has met the requirements of the State Board of Professional Engineers and Land Surveyors and is hereby issued a

## *CERTIFICATE OF AUTHORIZATION*

to offer the following services

Engineering

Engineering & Land Surveying

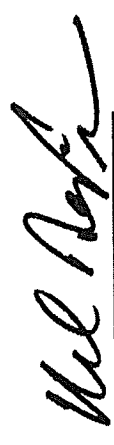
Person in Responsible Charge: CHARLES ANTHONY MARTELLO

For the names of other Responsible Charge Licensees, go to: <http://www.njconsumeraffairs.com/pels/cert rpt.pdf>

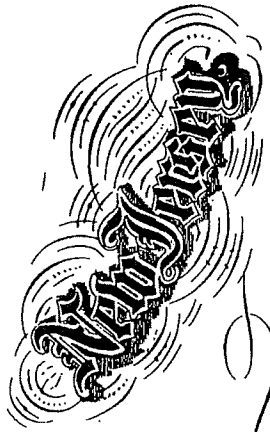
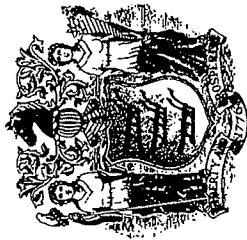
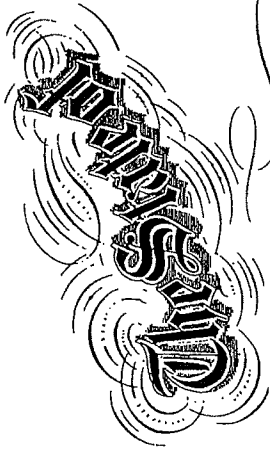
Date: August 14, 2018

Certificate No. 24GA28019100

Expiration Date: 08/31/2020

  
Acting Executive Director





New Jersey Office of the Attorney General  
Division of Consumer Affairs

## New Jersey State Board of Architects

# Certificate of Authorization for Landscape Architecture

*Whereas,*

H2M ASSOCIATES, INC.

*has met the requirements to provide landscape architectural services in the*

*State of New Jersey pursuant to N.J.S.A. 45:2A-16 and has designated*

CARMELA R. SCHOMMER, LANDSCAPE ARCHITECT  
LICENSE NO. AS000813

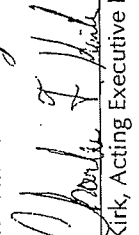
*as the licensee in responsible charge.*

*Now, therefore,*

H2M ASSOCIATES, INC.  
CERTIFICATE OF AUTHORIZATION NO. MH000103

*is hereby authorized to provide landscape architectural services in the State of New Jersey commencing forthwith and for terms which are renewable biennially in May of odd-numbered years.*

  
Albert Zacccone, President

  
Charles F. Kirk, Acting Executive Director

**State Of New Jersey  
New Jersey Office of the Attorney General  
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE  
**Board of Architects**

HAS LICENSED

**H2M ASSOCIATES INC  
Carmela R Schommer  
119 Cherry Hill Road - Ste 110  
Parsippany NJ 07054**

**FOR PRACTICE IN NEW JERSEY AS A(N): Certificate of Authorization**

**03/12/2018 TO 05/31/2019**

VALID

*Carmela R Schommer*  
Signature of Licensee/Registrant/Certificate Holder

**21MH00010300**

LICENSE/REGISTRATION/CERTIFICATION #

*Sharon M. Joyce*  
ACTING DIRECTOR

New Jersey Office of the Attorney General  
Division of Consumer Affairs  
THIS IS TO CERTIFY THAT THE  
Board of Architects  
HAS LICENSED  
H2M ASSOCIATES INC  
Certificate of Authorization

**03/12/2018 TO 05/31/2019**  
VALID

SIGNATURE

**21MH00010300**  
License/Registration/Certificate #

ACTING DIRECTOR

PLEASE DETACH HERE  
IF YOUR LICENSE/REGISTRATION/  
CERTIFICATE ID CARD IS LOST  
PLEASE NOTIFY:  
Board of Architects  
P.O. Box 45001  
Newark, NJ 07101

PLEASE DETACH HERE

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. H2M Associates, Inc.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions. 119 Cherry Hill Road, Suite 110	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code Parsippany, New Jersey 07054	
<b>7</b> List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
				-				-		
<b>or</b>										
<b>Employer identification number</b>										
2	2			-	2	2	7	5	1	0

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► 	Date ► November 28, 2018
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



